

SECRET

# SPECIAL BULLETIN

OFFICE OF TRAINING



18 November 1969

To: All Training Officers of the Agency

## READING IMPROVEMENT

FOR

Agency employees whose major duties involve large amounts of reading material.

DATES AND  
LOCATION

19 January - 18 February  
At Ames Building (Monday and Wednesday)  
0830 - 1030 (Room 1216A)

20 January - 19 February  
At 1000 North Glebe (Tuesday and Thursday) 0900 - 1100 (Room 401)

REGISTRATION

Because enrollment is limited to 22 in each course, the following quotas have been established: O/DCI - 2; DDI - 5; DDP - 5; DDS - 5; and DDS&T - 5. Form 136, "Request for Training at Non-Agency Facility," should be submitted as soon as possible to the Senior Training Officer in each Directorate who will determine priorities and forward the appropriate number for each course to TR/ISS/AIR, Room 835, 1000 North Glebe Road by 2 January 1970.

OBJECTIVES

1. To develop a more organized approach to job-related reading. Emphasis is placed on the individual student's improvement of comprehension, reading speed, and recall.
2. To develop techniques of skimming, scanning, and work analysis.

This document is part of a larger file.  
File: If separated, file together.  
Subject to automatic downgrading and declassification.

(Over, please)

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HOMEWORK

Classes are kept small in order to allow for individual instruction. For maximum effectiveness students are expected to spend at least one hour in practice at home or at work each day.

COST

The cost of approximately \$45 per student is assumed by the sponsoring office. Since the full price is charged after the first session, it is imperative that only those certain to complete the course be selected to attend. Because of the nature of the course, no substitutions can be made after the first day.

ADDITIONAL INFORMATION

For information on course content, call [REDACTED] 25X1A, on extension [REDACTED] on registration [REDACTED] 25X1A, call TR/ISS/AIR, extension [REDACTED]